



KENTUCKY REGISTERED SANITARIAN EXAMINING COMMITTEE

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Matt Rhodes, R.S.
Committee Chair

Kentucky Registered Sanitarian Examining Committee Meeting Minutes

June 22 – June 23, 2017
Barren River State Resort Park

Thursday, June 22, 2017

Attendees for the meeting: Matt Rhodes, Jeffrey Cornett, William Gene Thomas, Rebecca Gillis, Daniel Owens, and Juli Conner (via conference call).

Matt R. called the meeting to order at 1:00pm CST.

The Committee reviewed the previous quarterly meeting minutes for final approval and placement on the Registered Sanitarian public domain. Matt R. noted minor edits to the minutes prior to posting. Jeffrey C. made a motion to accept the edited minutes and placement on the Registered Sanitarian public domain. Gene T. seconded the motion. The motion was approved 3 to 0.

Discussions moved to the By-Laws and Standard Operating Procedures (SOP) for the Committee. The Committee reviewed the By-Laws for the new Cabinet representative members of the Committee, Rebecca Gillis and Daniel Owens. Conversations regarding Article VII – Application Forms ensued, Matt R. noted to send Laura Begin a copy of the Registered Sanitarian application for assistance providing modifications. After reviewing the Articles, Jeffrey C. made a motion to strike and replace Guy Delius' name from the By-Laws with "Rebecca R. Gillis". Juli C. seconded the motion. The motion was approved 4 to 0. Upon the Committee's review of the SOP, multiple edits flagged to update. Discussions centered on an SOP electronic/digital copy.

Follow-up discussions regarding the nationally accredited standardized National Environmental Health Association (NEHA) exam, and the Registered Sanitarian application ensued. The Committee unanimously agreed that having a national standardized test was the best decision moving forward. The national test fee is \$140, compared to the \$30 for the state administered test. The Committee agreed the test fee increase is significant, but the price is reasonable for a career license. Gene T. added, a national standardized test allows uniformity and consistency with the study materials. Discussions moved to the Registered Sanitarian application. Matt R. told the Committee he had spoken with Laura Begin, she confirmed to review the Registered Sanitarian application, and informed the process of completing the updated regulations completed by the next quarterly meeting. Discussions centered on the increase in the annual renewal fee. The Committee confirms the increase of the annual renewal fee is necessary. The Committee unanimously agreed the replacement of the current state administered exam with the NEHA exam, subject to Cabinet and legislative approval.

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The Committee discussed the upcoming region elections. Gene T. and Jeffrey C. confirmed they both are seeking re-election. A letter will go out to only active Registered Sanitarians in both respected regions. The Committee will tabulate the votes at the next quarterly meeting and submit the three individuals who receive the top votes to the Cabinet for review by the Secretary.

The Committee moved to an open discussion regarding Registered Sanitarian matters. Topics discussed during the open forum included: Registered Sanitarian exam, mosquito surveillance, environmentalist's field tablets, environmental mobile site, EHMS, and food truck licensing (605).

The Committee reviewed the FY18 budget, and Registered Sanitarian revenue and expense reports. Lengthy discussions ensued. Due to a lack of detail from the reports provided, the Committee delayed a vote on the budget. A review of the budget will be on the agenda for the next quarterly meeting in September. Moving forward the Cabinet Representative, Executive Secretary and Committee Chairman are going to collaborate on creating a detailed budget. The Committee moved to vote for the Executive Secretary to purchase a card printer required for the Registered Sanitarian identification cards. The Committee approved the purchase of a printer up-to \$1,700. Jeffrey C. made a motion to approve the Executive Secretary to purchase a card printer. Matt R. seconded the motion. The motion was approved 3 to 0. The purchase of a printer shall not exceed \$1,700.

The Committee reviewed an Honorarium request from the Food Safety Branch seeking \$650 for transportation services for the upcoming Retail Food Seminar in September. Matt R. made a motion to approve the Honorarium request. Gene T. seconded the motion. The Honorarium was approved 3-0.

The meeting adjourned at 4:45pm CST until the following day, June 23.

Friday, June 23, 2017

Attendees for the meeting included: Matt Rhodes, Jeffrey Cornett, William Gene Thomas, Rebecca Gillis, and Daniel Owens.

Matt R. called the meeting to order at 8:00am CST.

The Committee reviewed the folders of individuals that had taken the Registered Sanitarian exam since the last quarterly meeting, an individual with a NEHA reciprocity, and one application. Jeffrey C. made a motion to accept Jessica Dominguez's NEHA reciprocity. Matt R. seconded the motion. Motion passed 3-0, Ms. Dominguez is required to pay her annual fee and obtain the required yearly amount of CEU's. Gene made a motion to accept the new Registered Sanitarians who recently passed their exam: Amanda VanCura, Shelly Craft, and Travis Byerley. Jeffrey C. seconded the motion. All in favor, motion passed 3-0.

The Committee moved to discussions centered on Registered Sanitarian CEU approvals. The Committee voted 3-0, request reviews for continuing education hours completed by the Executive Secretary. The Executive Secretary will keep a folder of all requests and approvals, or denials and provide the folder at quarterly meetings.

Discussions moved to the location for the next quarterly meeting in September. Two locations suggested Carter Caves, or Jenny Wiley State Resort Park. The dates anticipated were September 21-22, or September 28-29.

The meeting adjourned until the next quarterly meeting at 9:00am CST.